

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair

Kathy Johnson, Vice Chair

Adam Warpinski, Pat Wetzel, Jesse Brunette

EDUCATION & RECREATION COMMITTEE

Thursday, February 4, 2010

5:30 p.m.

Rm 200, Northern Building

305 E. Walnut Street

**** Please Note Location ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of January 7, 2010.
1. Review minutes of:
 - a) Library Board (December 17, 2009).
 - b) Neville Public Museum Governing Board (December 14, 2009).

Library

2. Engineering Assessment - Branches.
3. Report from Facilities on Stimulus Applications. (*Referred from December 3rd meeting.*)
4. Director's Report.

Museum

5. Attendance & Admission, December 2009.
6. Director's report.

Parks

7. Budget Status Financial Report for November 30, 2009.
8. Action to approve 2009 private accesses for Neshota Park and Reforestation Camp.
9. Director's Report for December 2009.

Golf Course

10. Superintendent's Report.
(FYI - Financial Graph & Summary not available due to year end books not closed).

NEW Zoo

11. Zoo Monthly Activity Report for January 2010.
 - a. Visitor Center Operation Reports:
 - i. Admissions Revenue Attendance.
 - ii. Gift Shop, Concessions & Zoo Pass Revenue.
 - b. Curator's Report - Animal Collection Report
 - c. Education & Volunteer Programs Report – December 2009.
12. Budget Adjustment Report (#09-146): Increase in expenses with offsetting increase in revenue.
13. Director's Report.

Resch Centre/Arena/Shopko Hall

14. December 2009 - Attendance for the Brown County Veterans Memorial Complex.

Other

15. Audit of bills.
16. Such other matters as authorized by law.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97/agendas/edrec/JFebruary4_2010.doc

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, January 7, 2010, at the Central Library, 515 Pine Street, Green Bay, WI.

Present: John VanderLeest--Chair, Jesse Brunette, Kathy Johnson, Adam Warpinski, Pat Wetzel.
Excused:
Also Present: Neil Anderson, Scott Anthes, Nate Curell, Bill Dowell, Doug Hartman, Tom Hinz, Matt Kriese, Jack Krueger, Lynn Stainbrook, Jayme Sellen, Gene Umberger, Terry Watermolen, and Other Interested Parties.

I. Call Meeting to Order:

The meeting was called to order by Chair VanderLeest at 5:35 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve. **MOTION CARRIED UNANIMOUSLY.**

III. Approve/Modify Minutes of December 3, 2009:

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to approve. **MOTION CARRIED UNANIMOUSLY.**

1. Review Minutes of:

- a. Library Board (11/19/09).

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. **MOTION CARRIED UNANIMOUSLY.**

NEW Zoo

2. Zoo Monthly Activity Report:

- a. Visitor Center Operations Reports.
i. Admissions Revenue Attendance.
ii. Gift Shop, Concessions, Admission & Zoo Pass Revenue.

Neil Anderson, NEW Zoo Director, distributed updated reports (copies attached).

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. **MOTION CARRIED UNANIMOUSLY.**

b. Curator's Report – Animal Collection Report December, 2009.

Mr. Anderson stated that plans have begun on the new giant tortoise exhibit, and it is hoped that ground-breaking will be in the spring. He said there are also plans to bring in another moose; and a dozen Bourke Parakeets are being donated for the future walk-through Australian aviary exhibit.

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. **MOTION CARRIED UNANIMOUSLY.**

c. Education & Volunteer Programs Report November, 2009.

Mr. Anderson said work is underway on a new handbook; and a new system for volunteers to check the schedule and sign up on-line has been working well. He added that a number of volunteer orientations are planned for the winter.

Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION CARRIED UNANIMOUSLY.

(Items No. 3 and No. 4 taken together.)

3. **Budget Adjustment Request (#09-128): Increase in expenses with offsetting increase in revenue (see attached for details):**

4. **Budget Adjustment Request (#09-129): Increase in expenses with offsetting increase in revenue (see attached for details):**

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to suspend the rules and take Items No. 3 and No. 4 together. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve Items No. 3 and No. 4. MOTION CARRIED UNANIMOUSLY.

5. **Director's Report:**

Mr. Anderson noted that work is continuing on the architectural plans for the new education building; and on Monday there is a meeting with the architect, who will also be involved with the tortoise exhibit. He reported that beginning in mid-January renovation will begin in the old concession area to convert that area into a gift shop, hopefully to open in the spring; and he opined that everything is going great in the new Mayan with visitors and with staff.

Mr. Anderson estimated revenue as being over by about \$100,000 for 2009 with over 270,000 people in attendance. He added that the debt was re-paid to the General Fund.

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

Museum

6. **Budget Status Financial Report for November 30, 2009:**

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve. MOTION CARRIED UNANIMOUSLY.

7. **Attendance & Admission, November 2009:**

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

8. **Director's report:**

Gene Umberger, Museum Director, distributed and reviewed handouts (copies attached) and an activity guide from the Smithsonian (copy filed at the County Clerk's office).

Supervisor Johnson referred to a comment she made that was reported in a recent article in the Green Bay Press Gazette about volunteerism at the Museum and that people needed to step up to the plate and do more in the community. She said some people had misread that comment as a negative. She said she felt it was important to bring this up to this Committee, because in no way, shape, or form was this ever intended as a negative toward the Museum. She said the purpose was to heighten awareness and bring everyone's attention to our

jewel—the Museum downtown; she added that people need to be made aware of the fact that volunteers can help there.

Motion made by Supervisor Wetzel and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.

Golf Course

9. Budget Status Financial Report for November 30, 2009:

Scott Anthes, Golf Course Superintendent, estimated that the 2009 revenue was down by about \$12,000; and operations costs should offset this. He said Safari Steakhouse was about \$3,000 over 2008; and Jimmy O's was about the same.

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.

10. Golf Course Financial Statistics as of December 20, 2009:

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.

11. Superintendent's Report:

Mr. Anthes reported that the ski trails are open and are being maintained by the Parks Department. He said those hosting outings in 2009 have committed to outings in 2010 plus possibly an additional three more outings to be scheduled so far; and one more 9-hole league has been added. He stated that although the golf course is closed and the Pro Shop is closed until March, Safari Steakhouse remains open.

Mr. Anthes reported that workers are continuing to update the safety program, and MSDS work sheets have been completed. He said a new fireproof storage unit was purchased for gas cans, paint cans, etc.

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

Parks

12. Budget Adjustment Request (#09-141): Increase in expenses with offsetting increase in revenue (see attached for details):

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to approve. MOTION CARRIED UNANIMOUSLY.

13. Budget Status Financial Report for October, 2009:

Bill Dowell, Facility Management Director, said the department continues to remain on track and anticipates coming in under budget.

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.

14. Director's Report for November, 2009:

Matt Kriese, Park Manager, indicated that Barkhausen has started the youth programs this week; and the roof project at Barkhausen is expected to be completed by early next week. He said snowmobile trails are open.

Doug Hartman, Assistant Park Director, informed the Committee that Park Managers Marvin Hanson and Jon Rickaby are preparing for the weather tomorrow; and Park Manager Rick

Ledvina is at a wake service tonight for the sister of his employee Dan Gillis. Chair VanderLeest expressed condolences from the Committee.

Mr. Hartman reported that ski trails and snowmobile trails just opened countywide today.

Mr. Dowell distributed and reviewed handouts (copies attached). During the discussion concerning the Arena Complex, Supervisor Johnson reported that she had met with Dick Resch recently. She said he expressed concern regarding the condition of the facility that is named after him; in particular she mentioned the flooring in the building. Supervisor Johnson pointed out that if Brown County wants donations from the community for future projects, then Brown County, as responsible owners, should be performing some of the minor repairs.

Supervisor VanderLeest said the Committee's plan is to be more proactive in this area. He asked Mr. Dowell to review the list of capital projects to identify Brown County's and PMI's responsibilities. Supervisor Johnson opined that the partnership between PMI and Brown County has been good. She stated that she brought this up because Mr. Resch is a huge contributor to the County; and Brown County needs to be sensitive to some of the concerns he expressed.

Tom Hinz, County Executive, added that he had spoken to Dick Resch, and Mr. Resch knows that Brown County is working on this.

Nate Curell, Facility Management Engineer, reported on the safety issues at the Library that were previously discussed. Mr. Curell presented three options concerning the main circuit breaker:

- (1) Replace with a refurbished, duplicate breaker. This is a band-aid that gives the Library basically what it currently has and costs about \$15,000;
- (2) Replace with a new breaker, which would cost approximately \$30,000. This would require a professional to reconfigure this and 20 hours of downtime; or
- (3) Replace the entire gear at a cost of approximately \$50,000.

Mr. Curell stated that the RFP for the pre-design for the larger Library renovation project is due at the end of January. He suggested waiting for that information before making the decision; because work done right away might need to be replaced during the renovation. Mr. Dowell agreed with this suggestion.

When Mr. Curell opined that this is not a safety issue, Supervisor VanderLeest asked about the other safety issues (emergency and exit lighting). Mr. Curell estimated that additional emergency lighting could be added for less than \$5,000; and exit lighting would be a simple fix.

Supervisor VanderLeest said he thinks it is important to maintain the highest safety standards possible. He continued by stating that he had been told by Green Bay inspectors that the Library was not where it needed to be and would have been cited or fined if it were not a government entity.

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

Resch Centre/Arena/Shopko Hall

15. November-09 Attendance for the Brown County Veterans Memorial Complex:

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

Library

16. Budget Status Financial Report for November 30, 2009:

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

(Item No. 17 moved to the end of the meeting.)

17. Library Engineering Assessment (Tour of facility will be held at this time.):

Lynn Stainbrook, Library Director, distributed the Boldt Technical Services recommendations. She said the Library endorses Nate Curell's recommendation concerning the main circuit breaker. Ms. Stainbrook offered to show the main circuit breaker, the skylights and windows on the second floor, and the air handlers for the Library during the tour and offered to show any other areas the Committee members would like to see.

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

(Meeting was adjourned at the point, and the tour began.)

18. Director's Report:

Ms. Stainbrook distributed and reviewed the attached Library Report. She said information is still being gathered, but it appears that computer usage and program attendance all seem to be exceeding last year's numbers.

Ms. Stainbrook thanked Supervisor Brunette for volunteering with his son to decorate the Southwest Branch for the holidays.

Ms. Stainbrook reported that the Request for Proposal for architectural services was released in December. The first of two non-mandatory walk-throughs was held yesterday, and sixteen architectural firms attended. She said she hopes that this is a good sign and that there is a lot of interest. She said there is another opportunity for the same walk-through on Monday.

She stated that the Library is continuing to work with the DePere SEEDS group for solar panels for the Kress Branch; and there is another meeting scheduled for tomorrow.

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.

Other

19. Audit of bills:

Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to pay the bills. MOTION CARRIED UNANIMOUSLY.

20. Such Other Matters as Authorized by Law:

Next meeting at the Resch Center on February 4, 2010.

(Item No. 17 taken at this time.)

Motion made by Supervisor Johnson and seconded by Supervisor Brunette to adjourn at 6:23 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **December 17, 2009 at 6:00 p.m.** in the **Board Room** of the **Brown County Central Library, 515 Pine Street, Green Bay WI**

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

EXCUSED: JOHN HICKEY, KIM LA PLANTE

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, PENNY BARTA (staff); FREDERICK J. MOHR, (Attorney at Law representing Brown County); AARON SIEGRIST, CAL SIEGRIST, JR., MARK MERRIFIELD (Director, Nicolet Federated Library System).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

A modification was made to include action to resume open session following agenda item 4. Motion by Kegel, seconded by Pletcher, to approve the modified agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the November 17, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received by the Board.

OPEN FORUM FOR THE PUBLIC

Aaron Siegrist was attending the meeting with his father, Cal Siegrist, Jr. Aaron is a 2nd class boy scout in Troop 1139. He was present to observe the meeting to earn his communications merit badge. They left the meeting prior to the closed session at 6:10 p.m.

CLOSED SESSION

Motion by Bellmore, seconded by Buboltz to move into closed session pursuant to Section 19.85 (1) (c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility. **Roll Call: Aye:** Kegel, Pletcher, Buboltz, Theisen, Bellmore and Watermolen. **Nay:** None. Motion carried unanimously. **Also Present:** Lynn Stainbrook, Mary Ryan, Lori Denault, Sue Lagerman and Fred Mohr.

RESUME OPEN SESSION

Motion by Bellmore, seconded by Buboltz to resume to open session. **Roll call: Aye:** Kegel, Pletcher, Buboltz, Theisen, Bellmore and Watermolen. **Nay:** None. Motion carried unanimously.

Fred Mohr left the meeting at 7:15 p.m.

Curt Beyler and Penny Barta joined the meeting at 7:15 p.m.

Penny was present in relation to agenda item #11, Wrightstown Fundraiser. Motion by Pletcher, seconded by Kegel to move agenda item #11 before agenda item #5 as an accommodation. Motion carried.

WRIGHTSTOWN FUNDRAISER

The Wrightstown Area Library Committee is planning a fundraising event to benefit the Wrightstown Branch Library on Saturday, March 6, 2010. The adults-only event, "An Evening in Tuscany" will include beverages, appetizers, music (live entertainment) and a silent auction. The planners would also like to include a wine tasting sponsored and conducted by local wineries (Ledgestone, Kerrigans and a third). Scray's Cheese will also be served. Penny requested approval by the Board to serve wine samples. The Wrightstown village council will also be approached. Motion by Theisen, seconded by Kegel, to approve serving wine samples at the Wrightstown Branch Library's fundraiser, "An Evening in Tuscany" and to allow the sale of wine by the vendors as an exception to the Sale and Promotion of Goods Sale. Motion carried. The library will receive part of the sale proceeds.

FACILITIES REPORT

- a. **Solar Energy Project at Kress Family Library** Lynn and Carla met with the SEEDs group and they are very enthusiastic and have a lot of ideas. Their project goals and priorities are listed in the Director's Report. They are very organized and are seeking a project manager and a grant writer. Grants have about 70% funding available. A civil engineer offered to prepare specs for bid and he has been referred to Bill Dowell. A promotional brochure is being worked on. Everything seems to be moving along very well. Carla also commented on their enthusiasm and is very interested in the educational aspect. Terry also noted how this project ties in with the educational mission of the library. An energy savings would also be nice.
- b. **Energy Conservation Methods Update** Lynn gave an update in her written report. Curt noted that a few dozen lamps are on hand and he has a light meter to test the appropriate levels of light. A large order was placed for Kress. Since there is a cost to recycle the old lamps, Curt inquired and learned that Habit for Humanity's ReStore will accept lamps that still work. They will be given to them and this will prevent wasting them or having to pay for their recycling. The HVAC setbacks at the Ashwaubenon and Southwest branches have been completed. Terry asked that the cost (investment) of the ECMs be tracked as well as the savings earned. Lori can track costs and compare data.

Lynn mentioned that she, Terry, Lori and Curt attended Ed & Rec. Committee members were concerned about the safety issues and they moved to expend up to \$50,000 on emergency lighting and the electrical circuit breaker. The amount was changed on the County Board floor but there should still be enough bonded money to accomplish this. Nate Curell, a representative from Raasch Associates and a county electrician met with Curt and Lynn and worked out the next steps.

Mark Merrifield joined the meeting at 7:35 p.m.

The circuit breaker would have to be changed with a renovation of the Central Library so the possibility of a refurbished breaker was discussed as an option. Terry felt that the Ed & Rec committee was supportive of both the library's physical need for updates and safety issues and getting started on fixing those.

- c. **Appoint East Branch Lease Review Committee** The East Branch lease will be coming up for renewal in a few months. The present lease doesn't have the terms of the renewal and Terry would to set a committee of himself, John Hickey and Lynn to negotiate the terms of the lease with the owners, come back to the Board with any recommendations and/or to proceed if agreeable. The Board agreed that this was acceptable.

APPROVE NEW INTEGRATED LIBRARY SYSTEM CONTRACT

Lynn reported that she and Lori, I.S. staff and Sirsi/Dynix had a positive meeting. IS staff asked good questions and Kevin Raye (IS) led a good technical discussion. Lori worked on the PCI component and that is satisfactory. Lori mentioned that Kurt Hogarty (Purchasing) thought that it was a good contract. **Motion** by Pletcher, seconded by Bellmore to approve the Sirsi/Dynix Integrated Library System contract. **Motion carried unanimously.**

APPROVE CHANGE IN TABLE OF ORGANIZATION

No action was taken on this item. It was deferred to the January, 2010 agenda.

APPROPRIATE USE OF LIBRARY COMPUTERS DISCUSSION

- a. **Review and modify Internet and Public Computer Acceptable Use Policy** Since wireless Internet connections are available at all Brown County Libraries, it was recommended that the language in the Internet and Public Computer Acceptable Use Policy be changed from "...WiFi is available at various Brown County libraries..." to "WiFi is available at all Brown County Libraries."

It was mentioned at Ed & Rec that some computers are used for game playing and not job searching and research. The library does allow game playing for its educational value and the time limits that are imposed on the computers restricts people to 2 hours a day. **Motion** by Buboltz, seconded by Kegel, to modify the Internet and Public Computer Acceptable Use policy as recommended. **Motion carried.**

ACCOUNTANT'S REPORT

- a. **Financial Report** A financial report for November was presented by Lori Denault. Lori mentioned that the IS chargebacks are lower than expected for the year. **Motion** by Kegel, seconded by Pletcher, to approve the November financial report. **Motion carried.**
- b. **Acceptance of Gifts Grants and Donations** **Motion** by Buboltz, seconded by Pletcher, to approve the November, 2009 Gifts, Grants and Donations as follows:

November 2009 Gifts & Donations

Mathis Family - In Honor and Memory of Dorinda Mathis	\$ 400.00	Denmark materials
Local History & Genealogy Participant	8.65	Local History materials
Community First Credit Union	1,000.00	Kress materials
John Bettinger - In Memory of June and Ivyl	25.00	Materials
GGBCF/Wrightstown Area Library Committee	8,788.22	Wri operating expenses
Friends of Brown County Library	346.25	Cen reading books
OMNOVA Solutions Foundation	1,000.00	W-H reading program
Christopher Heimler	(7.00)	Reclass revenue
Ashwaubenon	23.39	Donation Box
Bookmobile	-	Donation Box
East	40.42	Donation Box
Weyers/Hilliard	38.28	Donation Box
Central Circulation	41.91	Donation Box
Kress	29.25	Donation Box
Adult Services	15.02	Donation Box
Pulaski	6.18	Donation Box
Southwest	25.00	Donation Box
Wrightstown	11.16	Donation Box
Total Donations	\$ 11,791.73	

Federal & State Grants

Nicolet Federated Library System	\$ 2,474.29	Collection Development
Nicolet Federated Library System	487.12	Continuing Education
Total Grants	\$ 2,961.41	

Motion carried.

BUDGET

Lori reported that she is waiting to be notified that the 2010 budget has been loaded into the financial system.

NICOLET FEDERATED LIBRARY SYSTEM

- a. **Monthly Update** Denise Bellmore reported that NFLS has added John Kronnenberg to their IT staff; and Gina Reinardy (former BCL employee and past FBCL President) is a new Brown County representative on the NFLS Board. The NFLS Board approved the proposed budget. Discussion included Brown County's moving forward with Sirsi/Dynix and Shawano County's cross-over borrowing. Mark Merrifield commented that the Resource Library Agreement would be on the January agenda.
- b. **Resource Library Agreement (RLA)** Terry read an email from John Hickey which stated that Mark Merrifield thought the terms could be agreed upon without committees from NFLS and BCL if this is done to the satisfaction of the Board, he recommends approval. Terry agreed that the RLA had been worked on long and hard and is impressed with the progress that has been made. Lynn supports the agreement and also recommends approval. **Motion** by Pletcher, seconded by Bellmore to approve the 2010 Resource Library Agreement. **Motion carried unanimously.**

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lynn reported that the Sirsi/Dynix contract was settled on. The PC Reservation system had a 4-day problem and was the fault of the Internet provider. VOIP phone system was switched over December 19 at Central. Ashwaubenon will be next and all the branches are expected to be completed by the end of February. Kathy Philby (IS) conducted the training for staff. IS has a new staff person, Dave Bauman, who will handle security issues. He will be invited to be part of the PCI Compliance meetings with the library. He expressed knowledge about RFID, libraries and technology and that is

encouraging for library staff. The new self-checks will have credit card payment options. NFLS has approved the expenditure of 32 laptops and will be ordered sometime in 2010 in conjunction with the Gates computers. There is no news on the installation of Word 2007. Caroline Haskin and Mary Braun offered "Intro to Word 2007" training for staff and received positive feedback. Focus will be placed on wireless printing. Kathy Pletcher reported that the county would not be upgrading to Word 2007. When an upgrade occurs, it will probably be to Windows Vista. Mary reported that that IS did a nice job with the phone installation and staff is pleased.

PRESIDENT'S REPORT

The \$300,000 the library is slated to receive is the result of Lynn's persistence and this money puts the library in a good spot to continue with the architectural pre-design and move forward. Terry also mentioned that John VanderLeest from Ed & Rec has been advocating the start of a fundraising committee. A meeting with John is scheduled for 1/8/10. A lot of groundwork needs to be completed before a fundraising campaign is launched. Kathy and Paul expressed an interest in attending. Pat La Violette will also attend.

Kim La Plante asked not to be reappointed to the Board due to personal reasons. Her contributions have been very valuable to the Library Board. Ideas will be brought to the next meeting on how to recognize both Kim and Paul Schierl. Lynn reported that John Hickey was reappointed through 2011; Carla Buboltz and Kathy Pletcher were reappointed through 2012; Monica Golonski of Ashwaubenon will replace Kim and her term will go through 2012 and Paul's replacement is being worked on.

The annual election of officers will take place at the January meeting. Denise Bellmore and John Hickey will act as the nominating committee.

DIRECTOR'S REPORT

Lynn shared the photos that were entered in the Teen Photo Contest during Teen Read Week in October. What made these unique is that the library card was required to be part of the photo's composition. The Holiday Parade was a success and Lynn witnessed a little girl who was more excited about receiving a book from the Friend's distribution than she was about catching candy. The Friends distributed over 4000 books to children along the parade route as part of their Give-A-Kid-A-Book campaign.

As of 12/17/09 at 4 p.m. the library's check-out statistic was up to 2,364,782. At this rate, a record number should be reached by year-end. Infusing the book budget with additional funds really made a difference.

Lynn thanked the Brown County representatives on the NFLS Board for their interest and participation on that Board.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Pletcher, seconded by Buboltz, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 8:25 p.m.

NEXT REGULAR MEETING

December 17, 2009

Central Library

6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 14, 2009, at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kyle Hoops, Kathy Johnson, Robert Jossie, Kevin Kuehn, Kramer Rock

EXCUSED: Pat Wetzel, Adam Warpinski

ALSO

PRESENT: Gene Umberger, Jill Champeau, Becky McKee

1. CALL MEETING TO ORDER

Chairman Kevin Kuehn called the meeting to order at 4:45 p.m.

2. APPROVE/MODIFY AGENDA

**Motion made by Kathy Johnson and seconded Robert Jossie to approve the agenda. Vote taken.
MOTION APPROVED UNANIMOUSLY.**

3. APPROVE/MODIFY MINUTES OF OCTOBER 26, 2009

**Motion made by Kathy Johnson and seconded by Kyle Hoops to approve the minutes. Vote taken.
MOTION APPROVED UNANIMOUSLY.**

4. DIRECTOR'S REPORT

Gene made some clarifications about a recently published *Green Bay Press-Gazette* article about the museum's attendance. He wants to be sure that there are no misconceptions about a comment he made about the museum putting on the types of exhibits that a for-profit organization would not because they are not money makers and the point of being a non-profit is to be able to do these kinds of things. Gene then highlighted some topics from his October–November report, which he distributed along with some recent publications pertaining to the museum.

- The museum submitted a grant proposal to the Institute of Museum and Library Services that would enable us to catalog the *Green Bay Press-Gazette* negative collection, consisting of over one million images (which also represents 70% of our total collection). Two part-time, limited-term employees would be hired to catalog the collection and enter the information into our collections management database. Computer equipment would also be purchased. The project is anticipated to take three years to complete. Kevin Kuehn asked how much money would be acquired from the grant. Gene replied that we would receive \$130,946 with a similar match from Brown County (funds would include costs from staffing and indirect costs). There would be no additional out-of-pocket costs for the county. There are components of this collection that we do not know much about, so there could be some worthwhile surprises to discover and make available to the public.
- We added a "Children Only Shop" to the *Holiday Memories: Prange's Christmas Windows* exhibit. It is turning out to be extremely popular and busy, so we have been making some adjustments to smooth out its operation.
- In October, our curatorial staff presented a two-part program to Learning in Retirement about intriguing objects from the collections. The program was very well received and will likely be repeated next fall.

- Jill Champeau suggested planting some Hosta plants near the dinosaur sculptures in front of the museum. Gene appealed to the Green and Gold Hosta Society, and they were very willing to donate some plants.
- Art conservator Tony Rajer is near completion of his conservation work on two of the paintings owned by the Green Bay and De Pere Antiquarian Society and which are stored at the museum. Response from visitors who were able to observe his work has been very positive.

Becky McKee reported on the following on behalf of the Neville Public Museum Foundation:

- The Foundation has been working on a membership drive and has gotten approximately 30 new members.
- They have been working hard on fundraising which is starting to pay off with some recently secured donations. The last quarter has historically been a good time for receiving donations.
- The Foundation is finishing up with a new membership brochure which was designed by a NWTC student.
- The Children Only Shop has been a huge success and received a lot of media coverage.
- The Neville Gift Shop sales and inventory are up.
- Becky was contacted by a niece of Isabel Beaudoin's, a Door County artist who passed away last spring. She offered the Neville the opportunity to select as many paintings of her late aunt's art collection as desired. Marilyn Stasiak, Curator of Art, made some selections and all leftover items were offered to the Foundation for use in its fundraising efforts. Becky accepted her offer and took quite a bit of artwork for the Foundation. Ms. Beaudoin was a former art teacher in the Green Bay School district.
- Becky asked for some clarification from Supervisor Johnson about some quotes she made in a recent *Green Bay Press-Gazette* article. Supervisor Johnson said that her intention was to challenge the community to step up and help support the Museum.

Kramer Rock asked Kathy Johnson if Brown County contributed to the *Better by the Bay* promotional project. Supervisor Johnson said that they have not because the county cannot take that position for funding and legal reasons.

Motion made by Robert Jossie, and seconded by Kathy Johnson, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

8. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

No matters were brought forward.

9. ADJOURNMENT

Motion made by Kathy Johnson and seconded by Kyle Hoops to adjourn at 5:16 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,
Jill Champeau

Next Meeting
Monday—March 22, 2010
4:30 p.m.

Executive Summary

Brown County Library System

Kress, Ashwaubenon, Southwest, Weyers – Hilliard

The following building assessments were performed during the fall of 2009 on behalf of the Brown County Library System.

- Kress Family Branch Library
- Ashwaubenon Branch Library
- Southwest Branch Library
- Weyers Hilliard Branch Library

Professionals within the civil, structural, architectural, mechanical and electrical disciplines provided the assessment expertise for this project. Based on the inspections and observations, a variety of issues were discovered within these facilities. Some of these issues are significant in nature, while some are moderate and some minor. Each facility has gone through a comprehensive assessment and assigned a score based on the **Overall Building Rating Scale**, out of 1000 possible points.

Constructed in 2003, the **Kress Family Branch** is the newest facility of the branch libraries. From an appearance and finishes standpoint, the building is in excellent condition. From a maintenance and operations standpoint, there are numerous issues and challenges, stemming from setbacks that took place during the original construction. Many of these issues have been overcome in recent years; however numerous problems remain, particularly with the MEP systems. The total score for this facility is 841 (**84%**), putting it in the "**Good Condition**" category.

Next, the **Ashwaubenon Branch** has served the community well over the past 35 years. The building is clean and well maintained. Among the more significant drawbacks are the low insulation values for the exterior envelope, particularly with the walls and windows. Additionally, the facility has poor humidification control, with high levels of dryness in the winter and dampness in the summer. Lastly, and perhaps most troubling, a difficult issue exists with the build up of snow and ice at the roof's low point, directly over the building's front entrance. This can be a serious safety issue during the winter season, creating a potential hazard with falling snow and ice at this location. The total score for this facility is 608 (**61%**), putting it at the lower end of the "**Acceptable Condition**" category.

The **Southwest Branch** is the oldest facility of the group, dating back to 1958. In general, the building is attractive from an appearance standpoint. However, age is apparent with many components of the facility. The most significant issues include lack of handicap accessibility (both in and around the building), and a general lack of storage space. Another drawback is the exterior walls are not insulated, which is counterproductive from an energy efficiency standpoint. Substantial improvements and repairs have been made over the past 10 years, which have increased the facility's efficiency and value. These improvements include new roofing, windows, ceiling system, carpeting, and light fixtures. A new fire detection & security system was also recently installed. The total score for this facility is 653 (**65%**), putting it in the "**Acceptable Condition**" category.

Executive Summary

Brown County Library System

Kress, Ashwaubenon, Southwest, Weyers – Hilliard

The **Weyers – Hilliard Branch**, built in 2000, is a relatively new facility with very few significant issues. The structure is efficiently sized for the community it serves. It is well known as family-friendly resource and contains a variety of amenities for children. Some of the more noteworthy issues include a general lack of storage space, which has lead to potential fire code violations with an overflow of storage in the stairwell and mechanical rooms. Another challenge is the continual re-staining of the exterior cedar wood siding, approximately every two years. This has proven to be an expensive and inconvenient maintenance issue. Another problematic item is the exterior windows, with water and air leaks, low r-values, and frequent frosting during the winter season. Overall, this facility scored 816 points (82%), putting it in the "**Good Condition**" category.

Throughout the following report, each section contains expanded information on the four individual facilities. A variety of issues and deficiencies were discovered during the assessment process, which have been identified and documented. Further, this report helps to prioritize the most critical items along with recommended actions, an approximate budget and a suggested timeframe to address the various issues.

In closing, this Final Report on the outlying branches has been developed in a manner consistent to that of the Central Branch, with regard to organization, systems rating, and overall format. These documents have the flexibility to work together for countywide master planning purposes or individually for each branch to approach separately.

KRESS FAMILY BRANCH: LONG TERM PLAN / 20 YEAR LOOK AHEAD

Preventative Maintenance Plan - General Time Frame for Maintenance or Replacement of Major Building Components						
Maintenance Item	Approximate Value for Replacement or Upgrade (Assume 3% yearly inflation)	General Comments	Maintenance or Replacement			
			0 - 5 Years	5 - 10 Years	10 - 15 Years	15 - 20 Years
HVAC Systems						
AHU Systems	\$500	Replace sheaves on AHU fans. See notes in Appendix A.	X			
DX Cooling Systems	\$35,000	Replace condensing units, at end of useful life. See Appendix A.			X	
HW Heating Systems	\$40,000	Replace existing single boiler with 2 smaller, half sized boilers. See Appendix A.			X	
HW Distribution Systems	\$7,500	Replace single pump with 2 pumps. See Appendix A.		X		
Exhaust Systems	\$27,000	Replace heat recovery unit, when necessary. See Appendix A.			X	
Humidification System	\$15,000	Replace humidifier when existing unit fails.		X		
Ductwork Assessment	\$2,500	Identify problematic areas by taking pressure drop readings.	X			
Ductwork Repair	\$10,000	Duct repair & sealing will improve overall performance. Verify repair work with pressure drop readings.	X			
HVAC Commissioning	\$5,000	Commission HVAC system, as noted in Appendix A.	X			
HVAC Calculations	\$7,500	For proper balancing, calculate heating & cooling loads.	X			
Air & Water Balancing	\$10,000	Rebalance system to required volumes. Likely never done properly with original system installation.	X			
Electrical Systems						
Lighting Controls	\$10,000	Reprogram lighting system on main floor.		X		
Emergency Lighting	\$10,000	Emergency Lighting throughout facility is not adequate.	X			
Exit Lighting - Mechanical Room	\$500	Emergency & Exit lighting is required in Mechanical Room.	X			
Landscape Wiring	\$3,000	Reinstall new wiring for landscape lighting, as recommended in Appendix B.	X			
Exterior Receptacles	\$500	Relocate exterior receptacle located behind existing gas meter, for owner convenience.		X		
In-ground Lighting	\$9,250	Modify existing ballasts & electrical connections at in-ground lighting to prevent water build up and burnout.		X		
Circuit Breakers	\$7,500	Exercise & test breakers every 5 years.		X		
Arc Flash Study	\$10,000	Provide Arc Flash Study on bldg. elec. System and provide iden. on each panel with potential hazards, incident energy, etc.				

⑦

Notes:

ASHWAUBENON BRANCH: LONG TERM PLAN / 20 YEAR LOOK AHEAD

Preventative Maintenance Plan - General Time Frame for Maintenance or Replacement of Major Building Components					
Maintenance Item	Approximate Value for Replacement or Upgrade (Assume 3% yearly inflation)	General Comments	Maintenance or Replacement		
			0 - 5 Years	5 - 10 Years	10 - 15 Years
HVAC Systems					
AHU Systems	\$25,000	Should last another 15 - 20 years. Replace air handling unit when useful life expires.			X
DX Cooling Systems (Long Term Solution)	\$18,500	Long Term solution would be to replace condenser unit with a 15 ton capacity unit.			
DX Cooling Systems (Short Term Solution)	\$7,000	Short Term solution would be to install "Rawal Refrigerant APP" device for humidity control.	X		
HW Heating Systems	\$27,500	Replace single boiler w/ two smaller boilers at half the capacity. This will add to the overall energy efficiency of the facility.			X
HW Distribution Systems	\$2,500	Replace single pump with two pumps.		X	
Exhaust Systems	\$5,000	Replace exhaust fans.		X	
Humidification System	\$15,000	Install humidification system in 5 - 10 years, to provide better overall humidity control (dryness in winter, dampness in summer).		X	
Ductwork Cleaning	\$12,000	Clean areas where 2008 HVAC work did not replace ductwork.	X		
HVAC Control Systems	\$25,000	Install control system for remote access and easier maintenance.		X	
Condensing Unit	\$20,000	Should be replaced within 5 years (2015).	X		
Boiler Systems	\$25,000	Replace single boiler w/ two smaller ones. This will add to the overall energy efficiency of the facility.		X	
Retro Commissioning	\$10,000	Air balancing, Load Calculations, and Control Systems Check will identify areas that need attention & promote energy efficiency.	X		
Electrical Systems					
Lighting Controls	\$3,750	Provide lighting controls that will automatically turn off lighting in unoccupied areas (occupancy sensors).		X	
Emergency Lighting	\$2,250	Life Safety requirement. Add emergency lighting in office, mech. room and circulation areas.	X		
Exit Lighting	\$250	Adjust interior exit signs, as recommended in Appendix B.	X		
Exterior Emergency Lighting	\$2,000	Life Safety requirement. Currently no exterior emergency exit lights. See Appendix B.		X	
Circuit Breakers	\$7,500	Exercise & Test Breakers every 5 years.		X	
Arc Flash Study	\$7,500	Provide Arc Flash Study on bldg. elec. system and provide iden. on each panel with potential hazards, incident energy, etc.		X	
Data / Communications Systems	\$7,500	Provide controlled environment for data and communications systems.		X	

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Notes:

SOUTHWEST BRANCH: LONG TERM PLAN / 20 YEAR LOOK AHEAD

Preventative Maintenance Plan - General Time Frame for Maintenance or Replacement of Major Building Components						
Maintenance Item	Approximate Value for Replacement or Repair (Assume 3% yearly inflation)	General Comments	Maintenance or Replacement			
			0 - 5 Years	5 - 10 Years	10 - 15 Years	15 - 20 Years
HVAC Systems						
Ductwork Cleaning	\$5,000	Indoor air quality consideration and exhaust performance.	X			
Exhaust Systems	\$1,500	Fan from original installation should be replaced within 5 years.	X			
Condensing Unit	\$4,000	Higher efficiency model is recommended.	X			
Economizer	\$5,000	Installation of Economizer will save on energy consumption & costs.		X		
Ductwork Lining	\$10,000	Replace ductwork lining for indoor air quality considerations.		X		
Furnace System Replacement	\$30,000	Option 1: Replace Furnaces.			X	
Forced Air Heating System	\$75,000	Option 2: Replace Furnaces with zones / hot water heating system.			X	
DX Cooling System		Included w/ Condensing Unit (\$4,000)	X			
Temperature Controls		Included w/ Forced Air Heating System option (\$75,000)			X	
Electrical Systems						
Lighting Controls	\$1,750	Provide lighting controls that will automatically turn off lighting in unoccupied areas (occupancy sensors).		X		
Exterior Emergency Lighting	\$2,500	Exterior emergency lighting required by code.	X			
Exit Lighting - Front Entrance	\$500	Add exit light @ main entrance.	X			
Lower Level Lighting	\$750	Lower level requires exit & emergency lighting.	X			
Interior Emergency Lighting	\$1,500	Additional lighting required to bring up to current code standards.	X			
Circuit Breakers	\$7,500	Exercise & test breakers every 5 years.		X		
Exterior Power Lines	\$8,250	Bury power line underground from pole to building, to avoid issues w/ trees and outdoor elements.		X		
Arc Flash Study	\$5,000	Provide Arc Flash Study on bldg. elec. System and provide iden. on each panel with potential hazards, incident energy, etc..		X		

Notes:

Preventative Maintenance Plan - General Time Frame for Maintenance or Replacement of Major Building Components

Preventative Maintenance Plan - General Time Frame for Maintenance or Replacement of Major Building Components					
Maintenance Item	Approximate Value for Replacement or Upgrade (Assume 3% yearly inflation)	General Comments	Maintenance or Replacement		
			0 - 5 Years	5 - 10 Years	10 - 15 Years
HVAC Systems					
AHU Systems	\$55,000	Replace air handling units when necessary.			
Chiller Cooling System	\$75,000	Replace 60 ton chiller w/ 50 ton unit. This will be properly sized and more efficient.		X	
HW Heating Systems	\$40,000	Replace single boiler w/ 2 smaller boilers. This will add redundancy.		X	
HW Distribution Systems	\$7,500	Replace circulating pumps.			
Exhaust Systems	\$5,000	Replace exhaust fans.			X
Humidification System	\$12,000	Gas fired humidifier would be much more cost effective than electric.		X	
Ductwork Cleaning	\$0	Good filtering in AHU's should prevent this maintenance item.			
HVAC Control Systems	\$35,000	Replace temperature control systems for better overall control and performance.	X		
Electrical Systems					
Interior Emergency Lighting	\$4,750	Add additional emergency lighting to meet NFPA Life Safety Requirements.	X		
Clear Areas	\$0	Removed storage items from Mechanical / Electrical Room and Stairwell.	X		
Circuit Breakers	\$10,000	Exercise & test circuit breakers every 5 years to ensure integrity.		X	
Fault Current Test	\$10,000	Define safety requirements. See Appendix B for additional notes.		X	
Exterior Receptacles	\$3,000	Add additional receptacles to building exterior for more flexibility and functionality.		X	
Utility Pedestal	\$500	Repair enclosure for utility pedestal.	X		

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Notes:

**Neville Public Museum Attendance and Admissions
December 2009**

Attendance

Date Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	Students	Free Time (Thursdays 6-8 pm)	Gift Shop Only (open limited hours)	Programs & Meetings	Total Attendance	Total Admission Revenue
1 Tues	20	1	9	8	4	54		5	122	223	\$136
2 Wed	19	3	7	9	2	0		3	97	140	\$82
3 Thurs	28	1	5	13	4	26	57	5	0	139	\$140
4 Fri	32	13	16	23	6	45		8	272	415	\$199
5 Sat	242	87	87	30	10	13		0	0	469	\$1,156
6 Sun	123	42	49	12	16	0		3	0	245	\$576
7 Mon	32	2	6	8	9	0		7	75	139	\$132
8 Tues	19	2	9	7	0	12		2	68	119	\$92
9 Wed	Blizzard	0	0	0	0	0		0	0	0	\$0
10 Thurs	12	5	7	21	0	50	131	3	0	229	\$108
11 Fri	30	1	13	17	10	0		1	0	72	\$122
12 Sat	236	83	85	12	15	0		8	29	468	\$1,110
13 Sun	110	35	38	11	14	0		3	0	211	\$510
14 Mon	14	1	4	3	4	7		0	7	40	\$65
15 Tues	29	6	7	11	5	0		7	133	198	\$128
16 Wed	49	12	6	5	2	15		2	73	164	\$228
17 Thurs	44	5	14	6	1	123	209	4	73	479	\$309
18 Fri	30	3	5	19	3	0		3	0	63	\$126
19 Sat	209	86	58	11	8	0		1	87	460	\$1,008
20 Sun	153	64	38	15	17	0		4	77	368	\$737
21 Mon	57	6	14	2	3	0		8	58	148	\$241
22 Tues	83	15	25	7	5	3		3	0	141	\$365
23 Wed	133	48	35	8	2	0		8	0	234	\$618
24 Thurs	48	14	5	6	1	0	Closed	2	0	76	\$220
25 Fri										0	
26 Sat	204	36	31	1	17	0		7	0	296	\$888
27 Sun	58	23	13	8	5	0		4	0	111	\$278
28 Mon	125	41	32	4	4	5		1	0	212	\$587
29 Tues	205	70	50	8	16	0		2	3	354	\$857
30 Wed	144	83	55	9	14	0		2	0	307	\$842
31 Thurs	73	27	23	0	1	0	Closed	0	0	124	\$346
TOTAL	2,561	815	746	294	198	353	397	106	1,174	6,644	\$12,206

Dec-08	7,534
Visitors =	6,644
Outreach =	0
Grand Total Visitors & Outreach	6,644

Brown County

Parks

Budget Status Report

11/30/2009

	Annual Budget	YTD Actual
Personnel Services	\$ 860,129	\$ 801,065
Fringe Benefits and Taxes	\$ 392,780	\$ 318,267
Salaries Reimbursement	\$ -	\$ -
Employee Costs	\$ 5,380	\$ 3,275
Operations & Maintenance	\$ 376,901	\$ 339,108
Utilities	\$ 147,792	\$ 101,875
Chargebacks	\$ 196,431	\$ 176,269
Contracted Services	\$ 117,700	\$ 99,617
Other	\$ 18,000	\$ 18,000
Outlay	\$ 219,600	\$ 40,896
Transfer Out	\$ 10,000	\$ 10,000
Property Taxes	\$ 1,412,338	\$ 1,294,639
Intergovernmental	\$ 163,575	\$ 47,600
Charges For Sales and Service	\$ 189,600	\$ 206,886
Miscellaneous Revenue	\$ 18,450	\$ 22,439
Rent	\$ 348,950	\$ 343,362
Charges to County Departments	\$ 111,300	\$ 113,303
Transfer In	\$ 90,500	\$ 10,000

HIGHLIGHTS:

Expenditure and revenues on track to meet year end budget goals

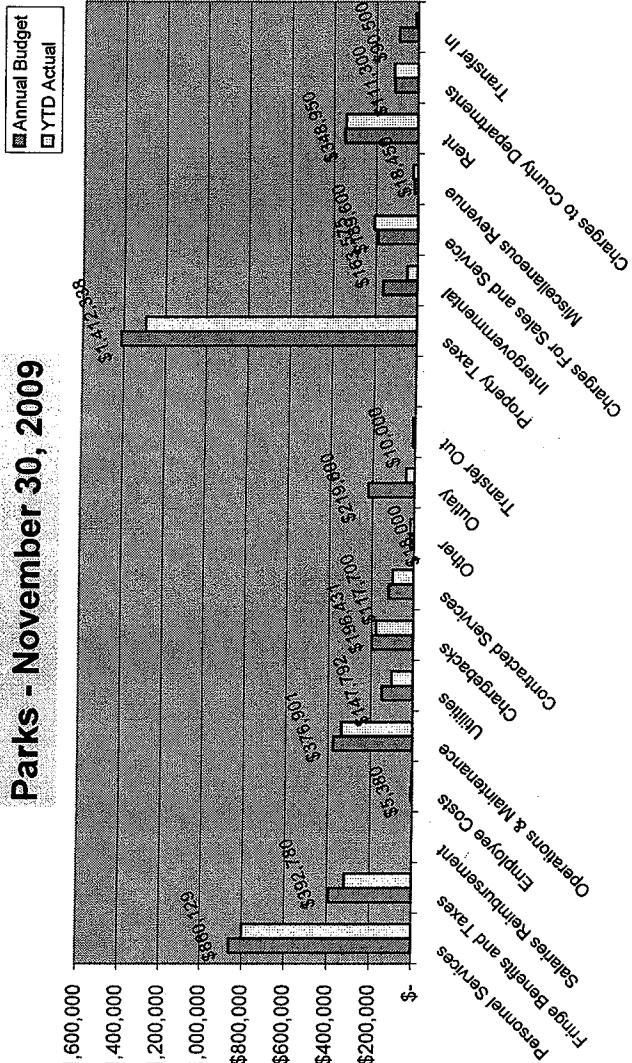
Expenses:

Total expenses to date: \$1,908,371.48

Revenues:

Total revenues to date: \$2,038,228.96

Parks - November 30, 2009



ZOO MONTHLY ACTIVITY REPORT

For January 2010

1. Visitor Center Operations Report
2. Zoo Director Report

Zoo Society meeting held on 1/18/10

Continued work on architectural plans for the new education/admin. Building the Zoo Society is fundraising for and has hired an architect to begin plans. Plans are progressing very well.

Presentation made at NWTC on 1/13/10 on behalf of zoo upcoming projects for student collaboration and teaching opportunities.

Meeting held with North Coast Productions for possible joint project with area hospitals.

Attended the Department Head retreat on 1-22-10

Zookeeper lean kaizen event held during January (3 day project)

Lean Steering Committee attended on 1-26-10

Meeting held with local architect and National Rock Inc. for planning of the "Land of the Giants". A new Aldabra tortoise exhibit which will begin construction this spring.

Continued work on NEW Zoo Strategic Sustainability Plan

3. Curator Report

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2009 REPORT
2007, 2008 2009

ATTENDANCE

MONTH	2007	2008	2009
January	1,116	624	806
February	423	456	2,524
March	8,966	5,879	6,941
April	20,796	12,810	22,456
May	38,119	37,908	42,282
June	45,991	48,832	53,597
July	41,367	49,316	56,199
August	38,589	47,697	42,035
September	21,531	16,974	21,738
October	29,684	23,657	14,165
November	2,530	3,222	6,020
December	2,109	1,531	1,292
TOTAL	251,201	248,906	270,055

ADMISSION & DONATIONS

MONTH	2007			2008			2009			2007			2008			2009		
	ADMISSIONS	DONATION	TOTAL	ADMISSIONS	DONATION	TOTAL	ADMISSIONS	DONATION	TOTAL	ADMISSIONS	DONATION	TOTAL	ADMISSIONS	DONATION	TOTAL	ADMISSIONS	DONATION	TOTAL
January	2,285.00	188.00	2,473.00	1,250.00	7.41	1,257.41	1,773.00	1,042.55	2,815.55	1,773.00	1,042.55	2,815.55	1,773.00	1,042.55	2,815.55	1,773.00	1,042.55	2,815.55
February	609.00	25.00	634.00	991.00	41.00	1,032.00	5,824.00	600.36	6,424.36	5,824.00	600.36	6,424.36	5,824.00	600.36	6,424.36	5,824.00	600.36	6,424.36
March	17,433.00	384.72	17,817.72	11,202.25	123.50	11,325.75	15,750.25	281.06	16,031.31	15,750.25	281.06	16,031.31	15,750.25	281.06	16,031.31	15,750.25	281.06	16,031.31
April	46,465.79	480.42	46,946.21	32,309.50	199.01	32,508.51	39,286.50	718.31	40,004.81	39,286.50	718.31	40,004.81	39,286.50	718.31	40,004.81	39,286.50	718.31	40,004.81
May	89,223.65	577.00	89,800.65	116,001.08	766.00	116,767.08	123,197.16	755.50	123,952.66	123,197.16	755.50	123,952.66	123,197.16	755.50	123,952.66	123,197.16	755.50	123,952.66
June	89,051.25	781.07	89,832.32	109,245.17	897.13	110,142.30	117,308.93	845.03	118,153.96	117,308.93	845.03	118,153.96	117,308.93	845.03	118,153.96	117,308.93	845.03	118,153.96
July	93,294.00	1,269.19	94,563.19	131,969.25	372.75	132,342.00	151,684.20	1,337.71	153,021.91	132,342.00	1,337.71	153,021.91	132,342.00	1,337.71	153,021.91	132,342.00	1,337.71	153,021.91
August	76,362.15	456.75	76,818.90	136,314.66	917.00	137,231.66	123,188.80	1,302.09	124,490.89	137,231.66	1,302.09	124,490.89	137,231.66	1,302.09	124,490.89	137,231.66	1,302.09	124,490.89
September	49,848.00	1,051.83	50,899.83	50,356.81	1,359.25	51,716.06	64,341.99	968.33	65,310.32	51,716.06	968.33	65,310.32	51,716.06	968.33	65,310.32	51,716.06	968.33	65,310.32
October	23,830.00	180.50	24,010.50	29,118.75	560.96	29,679.71	12,455.25	128.60	12,583.85	29,679.71	128.60	12,583.85	29,679.71	128.60	12,583.85	29,679.71	128.60	12,583.85
November	5,245.00	248.00	5,493.00	8,643.47	1,822.94	10,466.41	14,183.50	519.69	14,703.19	10,466.41	519.69	14,703.19	10,466.41	519.69	14,703.19	10,466.41	519.69	14,703.19
December	4,302.00	365.50	4,667.50	4,298.11	1,306.92	5,605.03	3,449.00	2,859.00	6,308.00	5,605.03	2,859.00	6,308.00	5,605.03	2,859.00	6,308.00	5,605.03	2,859.00	6,308.00
TOTAL	\$497,948.84	\$6,007.98	\$503,956.82	\$631,700.05	\$8,373.87	\$640,073.92	\$672,442.58	\$11,358.23	\$683,800.81	\$640,073.92	\$11,358.23	\$683,800.81	\$672,442.58	\$11,358.23	\$683,800.81	\$672,442.58	\$11,358.23	\$683,800.81

**NEW ZOO
GIFT SHOP, CONCESSIONS
ZOO PASS REVENUE**

2009 REPORT

2007, 2008, 2009

GIFT SHOP MONTH					2007	2008	2009
					PER	PER	PER
					CAP	CAP	CAP
	2007	2008	2009	(-)/(+)			
January	\$ 1,057.28	\$ 595.37	\$ 830.17	\$ 234.80	\$ 0.95	\$ 0.95	\$1.03
February	\$ 360.74	\$ 729.81	\$ 2,830.32	\$ 2,100.51	\$ 0.85	\$ 1.60	\$1.12
March	\$ 9,630.08	\$ 5,757.22	\$ 5,913.59	\$ 156.37	\$ 1.07	\$ 0.98	\$0.87
April	\$ 18,055.50	\$ 11,995.58	\$ 15,107.46	\$ 3,111.88	\$ 0.87	\$ 0.94	\$0.67
May	\$ 37,708.56	\$ 38,492.16	\$ 36,771.02	(\$1,721.14)	\$ 0.99	\$ 1.02	\$0.87
June	\$47,175.63	\$41,888.73	\$44,494.48	\$ 2,605.75	\$ 1.03	\$ 0.86	\$0.83
July	\$ 43,480.04	\$ 49,126.63	\$ 49,436.74	\$ 310.11	\$ 1.05	\$ 1.00	\$0.89
August	\$ 37,338.16	\$ 47,225.06	\$ 41,274.65	\$ (5,950.41)	\$ 0.97	\$ 0.99	\$0.98
September	\$ 16,935.84	\$ 13,785.69	\$ 16,858.13	\$ 3,072.44	\$ 0.79	\$ 0.81	\$0.78
October	\$ 10,812.31	\$ 10,721.05	\$ 13,326.57	\$ 2,605.52	\$ 0.36	\$ 0.45	\$0.94
November	\$ 1,705.64	\$ 2,416.52	\$ 4,147.86	\$ 1,731.34	\$ 0.67	\$ 0.75	\$0.69
December	\$2,615.02	\$1,650.35	\$1,708.66	\$ 58.31	\$ 1.24	\$ 1.08	\$1.32
TOTAL	\$ 226,874.80	\$ 224,384.17	\$ 232,699.65	\$ 8,315.48	\$ 0.90	\$ 0.95	\$ 0.92

CONCESSIONS MONTH					2007	2008	2009
					PER	PER	PER
					CAP	CAP	CAP
	2007	2008	2009	(-)/(+)			
January	\$ 729.43	\$ 504.56	\$ 589.33	\$ 84.77	0.65	0.81	0.73
February	\$ 238.15	\$ 519.75	\$ 1,773.79	\$ 1,254.04	0.56	1.14	0.70
March	\$ 5,530.11	\$ 3,085.18	\$ 4,509.88	\$ 1,424.70	0.62	0.52	0.66
April	\$ 14,162.21	\$ 9,874.56	\$ 13,320.22	\$ 3,445.66	0.68	0.77	0.59
May	\$ 24,217.84	\$ 26,304.66	\$ 32,991.35	\$ 6,686.69	0.64	0.69	0.78
June	\$35,845.68	\$39,309.12	\$38,201.67	(1,107.43)	0.78	0.80	0.71
July	\$ 34,655.67	\$ 35,774.78	\$ 44,643.82	\$ 8,869.04	0.84	0.73	0.79
August	\$ 31,121.00	\$ 38,943.79	\$ 41,662.95	\$ 2,719.16	0.81	0.82	0.99
September	\$ 16,668.64	\$ 12,100.87	\$ 16,925.85	\$ 4,824.98	0.77	0.71	0.78
October	\$ 18,351.34	\$ 17,378.85	\$ 12,192.65	\$ 5,186.20	0.62	0.73	0.86
November	\$ 1,345.04	\$ 1,842.95	\$ 4,135.12	\$ 2,292.17	0.53	0.57	0.69
December	\$ 1,189.93	\$ 1,730.81	\$ 1,960.99	\$ 230.18	0.56	1.13	1.52
TOTAL	\$ 184,055.04	\$ 187,369.88	\$ 212,907.62	\$ 35,910.16	\$ 0.67	\$ 0.79	\$ 0.82

ZOO PASS							
MONTH	2007	2008	2009	(-)/(+)	TOTAL	NEW	RENEWAL
January	\$ 2,209.00	\$1,389.00	\$ 1,827.00	\$ 438.00	33	5	28
February	\$ 976.00	\$ 1,353.00	\$ 3,977.00	\$ 2,624.00	70	41	29
March	\$ 8,668.00	\$ 8,216.00	\$ 12,073.00	\$ 3,857.00	208	108	100
April	\$ 13,989.00	\$ 21,320.00	\$ 20,447.00	\$ (873.00)	375	231	144
May	\$ 17,902.00	\$ 23,609.00	\$ 32,600.00	\$ 8,991.00	565	264	301
June	\$16,416.00	\$18,958.00	\$23,237.00	\$ 4,279.00	405	175	230
July	\$ 14,641.00	\$ 18,800.00	\$ 20,025.00	\$ 1,225.00	358	154	204
August	\$ 7,013.00	\$ 11,732.00	\$ 12,308.00	\$ 576.00	223	75	148
September	\$ 4,209.00	\$ 6,444.00	\$ 7,278.00	\$ 834.00	136	32	114
October	\$ 2,641.00	\$ 5,022.00	\$ 2,739.00	\$ (2,283.00)	53	10	43
November	\$ 2,034.00	\$ 2,855.00	\$ 3,944.00	\$ 1,089.00	74	28	46
December	\$ 4,568.00	\$ 5,115.00	\$ 8,273.00	\$ 3,158.00	145	30	115
TOTAL	\$ 95,266.00	\$ 124,813.00	\$ 148,728.00	\$ 23,915.00	2645	1153	1502

Animal Collection Report

January 2010

Our 12 year old Red Fox, Cleo, suffered a sudden stroke and heart attack on 1/11/10. She was weak but responsive when keepers found her but after veterinary intervention, it was clear that she would not recover and would continue to suffer seizures. She was humanely euthanized. Cleo lived a long and happy life and had been feeling frisky and playful in the week prior to her death.

One of the Black-footed Ferrets died shortly after a procedure to remove an abscessed tooth. The animal had an undiagnosed condition (asymptomatic inflammatory bowel disease) which caused complications in his recovery from anesthesia. We will continue to work with the US Fish & Wildlife Dept to provide homes for ferrets retired from the SSP breeding program for this species.

African penguin, Hannah, was transferred to the NEW Zoo from the Denver zoo (where she hatched in Jan 2008) on 1/21/10. She is actually owned by the Hawaii Hilton (one of her parents resides at Denver as part of an SSP breeding loan – the Hilton retains ownership of some offspring). The African penguin SSP selected Hannah as a mate for our bachelor bird Dassen and would like them to produce offspring. Dassen has joined Hannah for the duration of her quarantine and the two seem to be hitting it off well.

Blood spots found in the Red Wolf yard indicate that Laurel is in heat. No actual breeding activity has been seen. We are hopeful that the pair will produce offspring this year as recommended by the SSP.

Snow Leopards Tami and Buster have been very cuddly over the past few weeks. Although the two have gotten along well since their introduction in November, they had preferred to spend their time in separate areas. Recently, they are almost always resting together. Although no mating has been witnessed, we are also hopeful that Tami will begin cycling (a birth control implant was removed several months ago) and that this SSP species will produce offspring as well.

Ductwork in the Riley building was cleaned by an outside contractor on 1/20/10. This building accumulates a significant amount of dust which could result in health problems for the animals over time. Although the flighty stilts and kookaburras needed to be contained and moved, the other birds and animals did not seem terribly disturbed by the work.

Zookeepers worked together with other Zoo staff and a team of facilitators on a LEAN Value Stream Mapping project designed to identify time savings to two of the Zookeeper routes. The event was very successful and we were able to meet our goal of a savings of 30 minutes on each route. Additional time savings are likely to occur as some of the suggestions for equipment and exhibit renovation are implemented. This extra time can now be used for additional behavioral enrichment and training for the animals as well as staff meetings and training opportunities for Zookeepers.

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 102
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NORTHEASTERN WISCONSIN ZOO EDUCATION AND VOLUNTEER PROGRAMS REPORT December 2009

Volunteer Hours

December 2009		December 2008
3	Education Programs	26
130	Giraffe Stand	83
123.75	General Husbandry	159
7	Office or VC Help	12
61.5	Special Events	87
43	Special Projects	162
367.25	Total Hours	529

Zoomobiles*

Dec 8th, Birthday Zoomobile at St. Gabriel School in Neenah.

Dec 11th, Seymour Assembly of God Meet & Greet Table

Guided Tours*

Dec 12th, Cub Scout Pack 4363

Dec 12th, High School "Pre-vet" club Explorer's Group

*Two additional programs (one Zoomobile, one on-site class) were initially scheduled for December but cancelled by the customers, with hopes to re-schedule in the future.

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	936.97
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5315	Restricted Vending	936.97
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

Restricted donation received from NEW Zoological Society be used toward expenses associated with the purchase of giraffe crackers for resale.

AUTHORIZATIONS

[Signature]
Signature of Department Head

[Signature]
Signature of Executive

Department: NEW ZO

Date: 11/5/10

Date: 12/28/09

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX

December-09	Date	Building	2009	2008	
Holiday Dance Competition	December 5 2009	ARENA	1600	1,500	
Green Bay Metro Girls Hockey	December 18 2009	ARENA	120	N/A	
Staind Concert		ARENA	N/A	3,151	December 4, 2008
AHS Hockey Tournament		ARENA	N/A	375	December 19, 2008
AHS Hockey Tournament		ARENA	N/A	355	December 20, 2008
Blake Shelton/Miranda Lambert Concer		ARENA	N/A	2,736	December 31, 2008
ARENA TOTAL			1,720	8,117	
Career Expo	December 1 2009	SHOPKO	4000	4,098	
Brown county Vaccination Clinics	December 8 2009	SHOPKO	485	N/A	
Brown county Vaccination Clinics	December 17 2009	SHOPKO	2060	N/A	
Salvation Army Distribution	December 22 2009	SHOPKO	1500	1,350	
Salvation Army Distribution	December 23 2009	SHOPKO	1500	1,350	
Racers Auction		SHOPKO	N/A	400	December 5, 2008
Racers Auction		SHOPKO	N/A	600	December 6, 2008
Gun & Knife Show		SHOPKO	N/A	1,000	December 26, 2008
Gun & Knife Show		SHOPKO	N/A	1,000	December 27, 2008
SHOPKO HALL TOTAL			9,545	9,798	
UWGB Game	December 3 2009	RESCH	1875	1,764	
Gamblers Game	December 4 2009	RESCH	2529	1,724	
UWGB Game	December 5 2009	RESCH	2316	2,456	
UWGB Game	December 9 2009	RESCH	7592	1,555	
Jim Edwards III Hockey Tournament	December 11 2009	RESCH	75	N/A	
Gamblers Game	December 11 2009	RESCH	1850	2,792	
Jim Edwards III Hockey Tournament	December 12 2009	RESCH	75	N/A	
Gamblers Game	December 12 2009	RESCH	3619		
Jim Edwards III Hockey Tournament	December 13 2009	RESCH	75	N/A	
Gamblers Game	December 15 2009	RESCH	769	1,743	
Oak Ridge Boys	December 18 2009	RESCH	2450	N/A	
UWGB Game	December 19 2009	RESCH	2096	1,590	
UWGB Game	December 22 2009	RESCH	1985	2,440	
Harlem Globetrotters	December 30 2009	RESCH	6460	4,452	
Gamblers Game	December 31 2009	RESCH	4742	3,883	
Trans Siberian Orchestra		RESCH	N/A	13,177	December 10, 2008
Bill Gaither Concert		RESCH	N/A	5,905	December 13, 2008
Gamblers Game		RESCH	N/A	2,162	
RESCH CENTER TOTAL			38,508	45,643	
<u>TOTAL FOR DECEMBER 2009</u>			<u>49,773</u>	<u>63,558</u>	